

# Executive Summary Practice Exercise

## Exercise Directions:

Read the sample Executive Summary below and look for the: who, what, when, where, and why. Underline each component. When complete, practice writing an Executive Summary for your own organization. Have your neighbor review it and ask them to look for these same components. What components need additional information? Who can review your Executive Summary when you return to your organization?



## Giraffe Laugh's Executive Summary

Giraffe Laugh Childcare & Preschool is an early childhood school caring for and teaching children ages 0-6 since 1988. 55% of the children we serve come from economically disadvantaged homes and 88% of these families are females heading their own households. It is our mission to provide a quality environment for children to grow and develop to their full potential while parents are able to seek necessary resources to become self-sufficient. We do this by providing parents with scholarships, giving them access to our infant/toddler and preschool program designed to help children flourish and prepare for kindergarten. This provides the children with a foundation of learning that will take them through their school years at the same rate as their regular income peers. We have three sites, 2 full year and one school year serving pregnant and parenting teens and their infants. Giraffe Laugh serves approximately 130 children daily and has been in operation since 1988 providing care and education to thousands of Treasure Valley children, making it possible for Boise's most vulnerable citizen, children living in poverty, to grow and prosper.